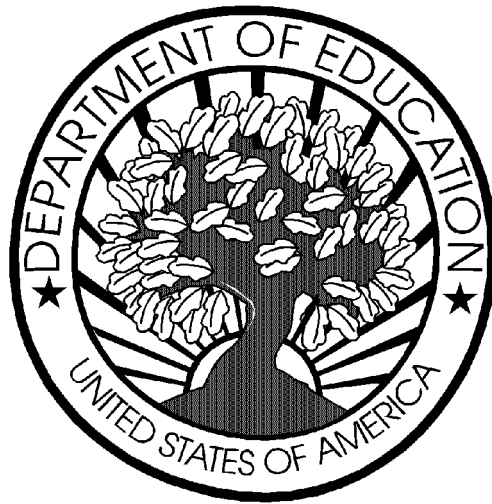


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# Loan Origination Subsystem

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## Task Order AC26 CDS Replatforming Requirements Gathering Summary

## Table of Requirements

<b>1. Route Transactions to Servicing, Not CDS .....</b>	<b>1-1</b>
1.1 Source .....	1-1
1.2 Issue or Idea.....	1-1
1.3 Current Process.....	1-1
1.4 Description of Change .....	1-2
1.5 Assumptions .....	1-3
1.6 Value or Benefit.....	1-3
1.7 System Requirements.....	1-4
<b>2. New Transmission File Format—LO and LC to Servicing Interface .....</b>	<b>2-1</b>
2.1 Source .....	2-1
2.2 Issue or Idea.....	2-1
2.3 Current Process.....	2-1
2.4 Description of Change .....	2-2
2.5 Value or Benefit.....	2-3
2.6 System Requirements.....	2-3
<b>3. Clean Up the CDS Recycle File.....</b>	<b>3-1</b>
3.1 Source .....	3-1
3.2 Issue or Idea.....	3-1
3.3 Current Process.....	3-1
3.4 Description of Change .....	3-1
3.5 Value or Benefit.....	3-2
3.6 System Requirements.....	3-2
<b>4. School File Maintenance With Elimination of the Central Database Subsystem .....</b>	<b>4-1</b>
4.1 Source .....	4-1
4.2 Issue or Idea.....	4-1
4.3 Current Process.....	4-1
4.4 Description of Change .....	4-2
4.5 Assumptions .....	4-2
4.6 Value or Benefit.....	4-2
4.7 System Requirements.....	4-3
<b>5. System Balancing Among Servicing, LO, and LC .....</b>	<b>5-1</b>
5.1 Source .....	5-1
5.2 Issue or Idea.....	5-1
5.3 Current Process.....	5-1
5.4 Description of Change .....	5-1
5.5 Value or Benefit.....	5-1
5.6 System Requirements.....	5-1

<b>6. Additional Transaction Edits.....</b>	<b>6-1</b>
6.1 Source .....	6-1
6.2 Issue or Idea.....	6-1
6.3 Current Process.....	6-1
6.4 Description of Change .....	6-1
<b>Appendix A DSD Institution and School Information Transaction .....</b>	<b>A-1</b>

# 1. Route Transactions to Servicing, Not CDS

## 1.1 Source

Task Order AC26

## 1.2 Issue or Idea

After the replatforming of CDS, the LO and LC systems will interface with the Servicing system. Servicing will modify its system to send and receive transactions directly to the LO and LC systems.

Servicing also will send financial transactions directly to the Financial Accounting and Reporting System (FARS) that formerly were sent to FARS by CDS. These transactions are Institution Drawdown (FID), Institution Excess Cash (FIE), Document Control (FAD), and Interagency Funds Transfer (FIG). The LO and LC systems will continue to receive all transactions currently sent by CDS and will send these transactions to the Servicing system.

## 1.3 Current Process

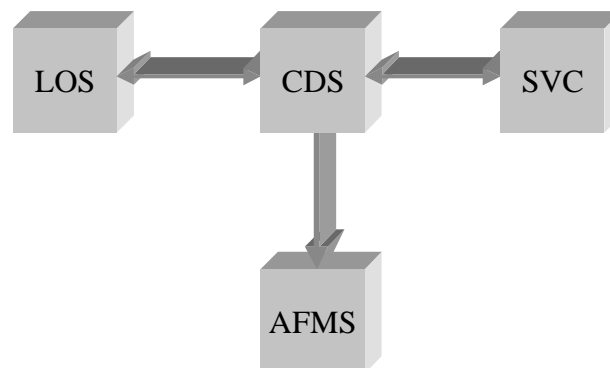


Figure 1, Current Transaction Flow

There are two types of transmissions for which the LC and LO systems have an interface with the CDS, the image and non-image transmissions. These transmission files are sent to the CDS where the transactions are edited and redirected to the designated system (that is, FARS and Servicing). The non-image batches include the financial, nonfinancial, and general batches.

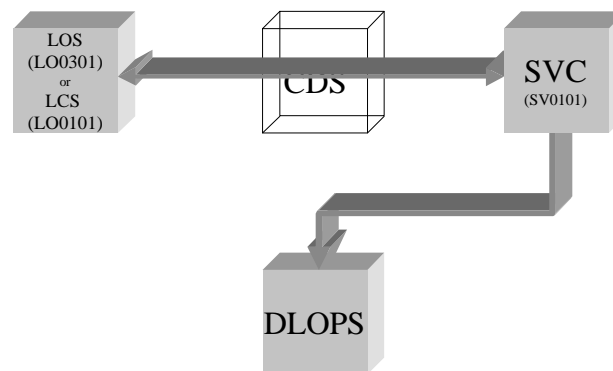
On a nightly basis, both the LO and LC systems run their separate versions of the CDS interface program to build a transmission file. The transactions picked by the interface programs are located in directories for each of the three transaction types. There are separate directories for nonfinancial, financial, and general transactions. There is also a separate directory to which the

1 interface program writes the CDS transmission file. Both the LO and LC systems have separate,  
2 parallel sets of these nonfinancial, financial, general, and output directories.

3 A UNIX script is run after the interface program finishes to actually send the transmission file to  
4 the CDS. If a CDS transmission file is found in the output directory, the file transfer protocol  
5 (FTP) utility script will make a connection to the CDS and start transmitting any CDS  
6 transmission files until all such files have been sent. Error handling is then conducted after the  
7 file transmission process is completed. Any error found from the feedback from the FTP utility  
8 is corrected manually with the CDS.

9 Other scripts that interface with the CDS are the FTP scripts that the separate LC and LO image  
10 programs create. These two image programs process and transmit image files on a nightly basis  
11 to the CDS, where they are stored and sent to Servicing. The LC and LO image processing  
12 programs are responsible for making certain that the image file requests are transmitted to the  
13 CDS.

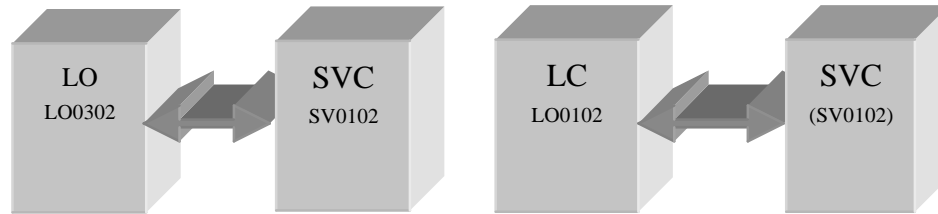
## 14 1.4 Description of Change



15  
16 **Figure 2, New Transaction Flow**

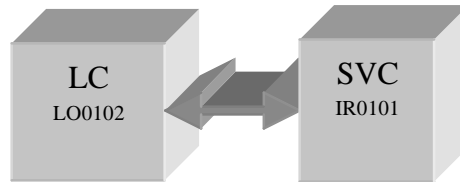
17 Another version of transmission script processes, as described in the Current Process section  
18 above, will be developed to transmit the non-image transaction files to Servicing.

1 There is a change to the destination of imaging files from the LO or LC systems, but there is no  
2 change to the format of those image files.



7 **Figure 3, LO and LC Image Process**

8 There is no change to the format of the LC ICR Waiver file, just a change in destination.



12 **Figure 4, LC-Servicing ICR Waiver Process**

## 13 **1.5 Assumptions**

14 The following assumptions apply to the new transmission process:

- 15     ▪ New directories will be created for Servicing.
- 16     ▪ There will be no change to the format of the transmission file formats for the Image files
- 17       when they are sent to Servicing instead of CDS.

## 18 **1.6 Value or Benefit**

- 19     ▪ Reduce overhead.
- 20     ▪ The file transmission process between LO or LC and Servicing will be simpler and have
- 21       fewer errors.

## 1.7 System Requirements

1.7.1 Create new directories and subdirectories for the Servicing interface.

1.7.2 All programs that create transactions to be sent to Servicing must be changed to use the new directories.

1.7.3 Both LO and LC will change their current file transmission send and receive scripts to exchange the transmission files with the Servicing system.

1.7.4 The imaging programs for both the LO and LC will be modified to send image files to Servicing.

1.7.5 LO will perform parallel testing using production data. (LC will not perform parallel testing.)

1.7.5.1 The existing production version of the CDS transmission file creation program will be run to create a transmission file in the existing CDS format.

1.7.5.2 The new Servicing transmission file creation program will be run to create a transmission file in the Servicing format.

1.7.5.3 A special compare process will compare the contents of the CDS format transmission file and the Servicing transmission file format to see that they both contain the same number of records and that the dollar values of all financial transactions are equal to each other.

## 2. New Transmission File Format— LO and LC to Servicing Interface

### 2.1 Source

Task Order AC26

### 2.2 Issue or Idea

The Servicing system expects to receive transmission files in a different format from the Central Database Subsystem (CDS). Therefore the Loan Origination and Loan Consolidation systems will change the way they generate their transmission files to conform to the new format.

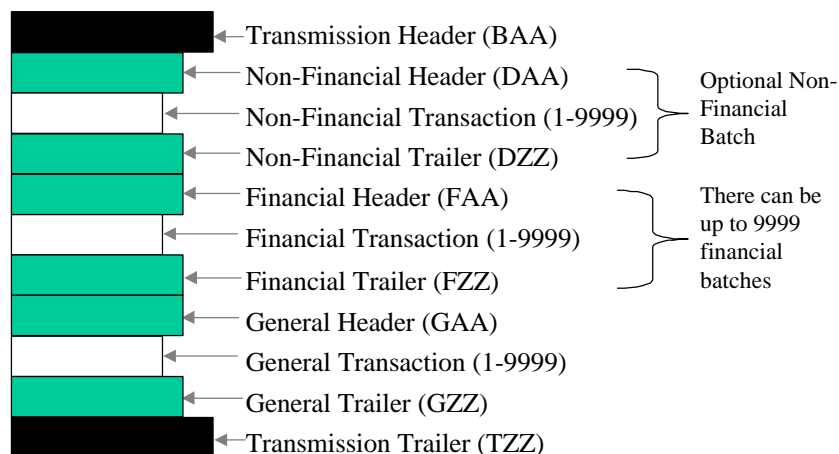
There will be no change to the transmission file formats for the image files when they are sent to Servicing instead of CDS.

The LC system will gradually phase out use of the ICR Waiver fields on the FLA and DLM transactions. As of the LC summer release, LC will cease “zero filling” those fields; those fields will be populated only if they have meaningful data. As of the Program Year 2000–2001 annual release, LC will cease populating those fields entirely.

### 2.3 Current Process

The current format of the transmission file to CDS is as follows:

Current CDS Transmission Format



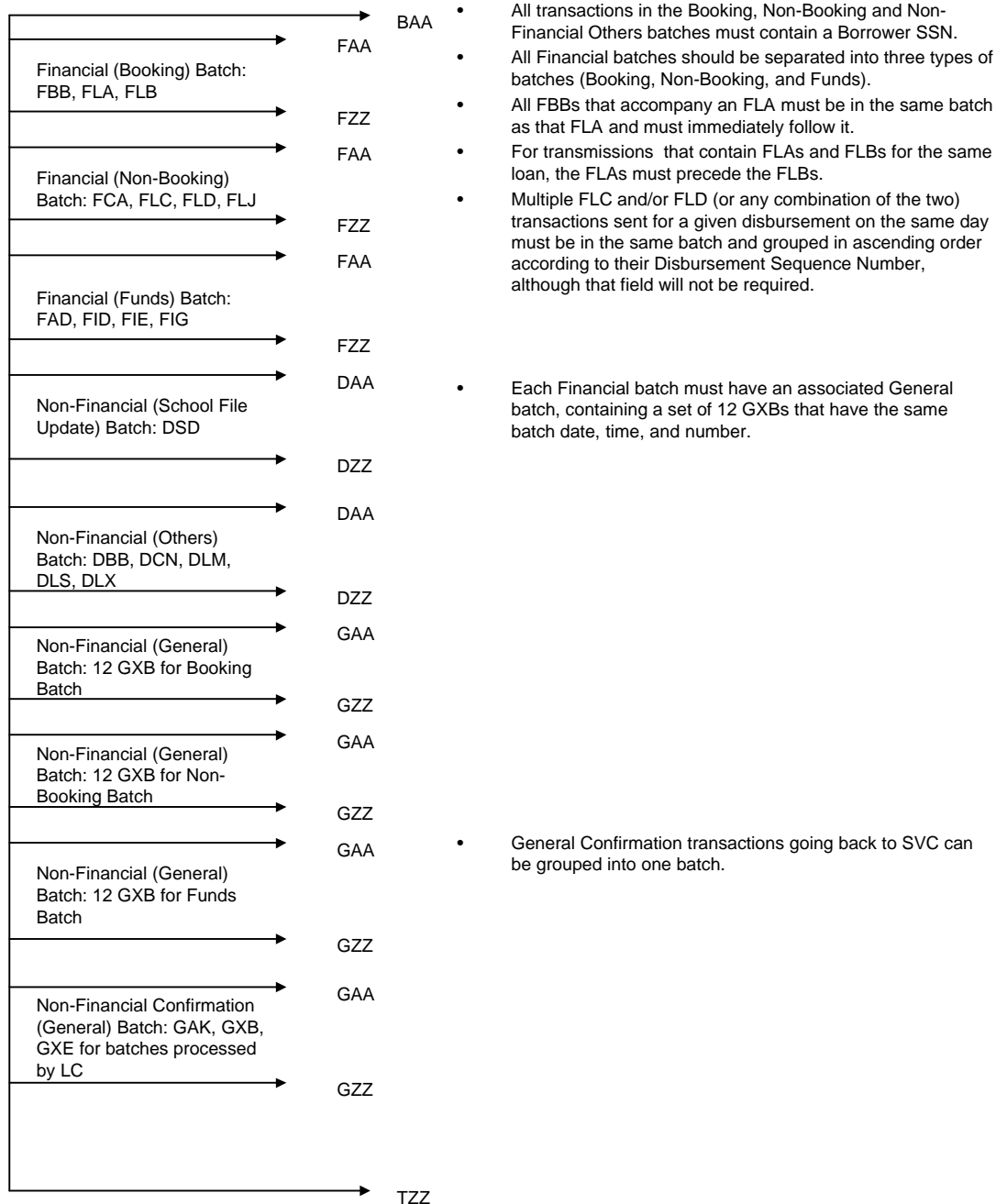
Financial batches are also optional. However, if they exist, they may consist of any combination of financial transactions. LO and LC usually group financial transactions without regard to sequence, except that an FLA transaction must be followed by an FBB transaction. Financial



1 batches may also include FLB, FLD, FLC, FID, FIE, FLJ, FAD, FCA, and FIG transactions. For  
2 each financial batch there are 12 system balancing (GXB) transactions that must appear in a  
3 general batch. Even if a financial batch does not contain any of a particular type of financial  
4 transaction, say an FAD transaction, it still must contain a GXB transaction for the FAD type.  
5 (The count and amount fields will be zeroes in this case.)

## 1 2.4 Description of Change

### LO/LC to Servicing Transmission Format



2

3 The Servicing system views booking transactions differently from LO or LC. The Servicing  
 4 system considers only the disbursement transactions (FLA or FLB) as booking transactions. The  
 5 FLA transactions create loans and the FLB transactions increase loan amounts.

The Servicing system views disbursement adjustment (FLD), cancellation (FLC), and loan amount approved adjustment (FLJ) transactions as nonbooking transactions. These transactions adjust the value of a loan.

Both LO and LC will change the manner in which they regenerate corrected error transactions (GXE). Regenerated FLA and FLB transactions will be grouped in batches along with any other FLA and FLB transactions. They will also be sorted in loan identifier and disbursement order. Regenerated FLC and FLD transactions will be grouped in “nonbooking” batches with the other FLC and FLD transactions. They will be sorted in loan identifier, disbursement, and disbursement activity sequence order.

Servicing will no longer require that a participant information (DBB) transaction accompany a Social Security Number change (DLS) transaction.

## **2.5 Value or Benefit**

This new transmission file format will conform to the format the Servicing system is expecting.

## **2.6 System Requirements**

2.6.1 All initial and subsequent disbursement transactions will be grouped into batches separate from other financial transactions.

2.6.2 All initial disbursement transactions (FLA), along with their accompanying demographic transactions (FBB), will fulfill these criteria:

2.6.2.1 Be selected before subsequent disbursements.

2.6.2.2 Sorted by loan identifier and transaction type in descending order.

2.6.3 All subsequent disbursement transactions (FLBs) will be sorted by loan identifier and by disbursement number and will be grouped after the initial disbursement transactions (along with their accompanying demographic transaction).

2.6.4 All adjustment transactions will be grouped into separate batches (known as financial nonbooking) from other financial transactions. They are disbursement adjustments (FLD), disbursement cancellations (FLC), consolidation payoffs (FCA), and loan amount approved adjustments (FLJ).

2.6.5 All adjustment transactions will be sorted by loan identifier, disbursement number, and disbursement activity sequence number.

2.6.6 All disbursement adjustment transactions will precede disbursement cancellation transactions in the financial nonbooking batches.

2.6.7 All disbursement cancellation transactions will be sorted by loan identifier and disbursement number.

- 1 2.6.8 All loan amount approved adjustment transactions will come after disbursement  
2 adjustment and cancellation transactions within the financial nonbooking batches.
- 3 2.6.9 Funds transactions (FAD, FID, FIE, and FIG) will be put into a separate batch from other  
4 financial transactions.
- 5 2.6.10 Each set of system balancing transactions (GXB) will be in its own separate batch. If  
6 there are three financial batches, there will be three separate batches of GXB transactions,  
7 each consisting of 12 system balancing transactions.
- 8 2.6.11 In the transmission file, financial booking batches come first, followed by financial  
9 nonbooking, followed by financial funds batches, followed by the nonfinancial batch  
10 (school file) , followed by nonfinancial (others, followed by the nonfinancial general  
11 batches.
- 12 2.6.12 DSD transactions will be grouped in a separate batch after the nonbooking financial  
13 transactions (LO only).
- 14 2.6.13 Regenerated FLC and FLD transactions (from GXE transactions) will be handled as  
15 follows:
- 16 2.6.13.1 Will be grouped in batches with other FLC and FLD transactions.
- 17 2.6.13.2 Will be sorted in transaction type, loan identifier, disbursement, and  
18 disbursement activity sequence order.
- 19 2.6.14 Regenerated FLA transactions (from GXE transactions) will be handled as follows:
- 20 2.6.14.1 Will have a new demographic (FBB) transaction created.
- 21 2.6.14.2 Will be grouped, along with their accompanying demographic transactions,  
22 with other FLA transactions and sorted by loan identifier and transaction type  
23 descending.
- 24 2.6.15 Regenerated FLB transactions (from GXE transactions) will be handled as follows:
- 25 2.6.15.1 Will be grouped with other FLB transactions.
- 26 2.6.15.2 Will be sorted by loan identifier and disbursement number.
- 27 2.6.16 Servicing will no longer require that a DBB transaction accompany a DLS transaction.
- 28 2.6.17 LO will not book a disbursement adjustment transaction, for one complete processing  
29 day, if the disbursement it is adjusting is being booked in LO the same day.
- 30 2.6.18 All other transactions that are regenerated from error transactions (GXE) will be grouped  
31 in the appropriate batch with new transactions of the same type.

- 1 2.6.19 The Batch Statistics Report will display the count of the number of disbursement  
2 adjustment transactions being held for the current processing day.
- 3 2.6.20 All loan-amount-approved adjustment transactions will be sorted by loan ID.
- 4 2.6.21 LO will ignore the loan status change (DLP) transaction sent by Servicing to  
5 acknowledge the booking of a loan in the Servicing system.
- 6

### 3. Clean Up the CDS Recycle File

#### 3.1 Source

Task Order AC26

#### 3.2 Issue or Idea

At the time of the implementation of the CDS replatform software, some transactions will still be in the CDS recycle file. These transactions will be processed by Servicing without being sent back to LC or LO. LC and LO will be prepared to offer whatever manual assistance is needed for Servicing to be able to accept the transactions and process them properly.

#### 3.3 Current Process

All transactions that Servicing rejects from CDS go into the CDS recycle file. Most of the transactions are rejected for timing reasons. The transactions must be processed by Servicing in the proper order. If Servicing has not completed processing a prior disbursement transaction, for instance, the adjustments to that disbursement will be rejected. CDS resends the transactions, with no changes, either once or twice a week, depending on the type of transaction. Most transactions are accepted soon after being recycled. CDS produces an aging report, so those transactions that have not been accepted after a certain amount of time are identified. When information is needed from LC or LO in order to get the transaction accepted, CDS phones an LC or LO point of contact. LC or LO performs whatever research is necessary, then contacts CDS with the needed data, so the transaction can be modified and then accepted by Servicing.

#### 3.4 Description of Change

With CDS eliminated, there will no longer be any support for the recycle file. At the time LO changes from sending transactions to CDS to sending transactions to Servicing, it is important that those transactions left on the CDS recycling file be sent to and accepted by Servicing. The transactions on the CDS recycling file have already been accepted by CDS. This fact has been recorded in the LO and LC databases. If they are returned to LO or LC or are rejected by Servicing, the system balancing reports will be adversely affected. If LO or LC resends these transactions, they will show on the databases as having been generated once but accepted twice.

The disbursement adjustment (FLD) transactions are another reason that cleaning out the recycling file is particularly important. If FLD transactions are not processed in the order they are created, they could be rejected by Servicing, and subsequent adjustments for the same disbursement could also be rejected. Since LO holds any activity for disbursement that has any outstanding error (GXE transaction) against them, future adjustment activity for these disbursements will be delayed.

LC and LO will be prepared to help Servicing with any manual assistance that is requested in order to get all the transactions in the recycle file processed by Servicing as quickly as possible.

1    **3.5 Value or Benefit**

2    No transactions will be lost during the transition when other subsystems are taking over the  
3    functions of CDS.

4    These transactions will be processed as quickly as possible, thereby increasing customer  
5    satisfaction for both borrowers and schools.

6    **3.6 System Requirements**

7    Both LO and LC will establish a point of contact for Servicing to use in order to get any  
8    information that they need in order to process properly all the transactions in the CDS recycle  
9    file.

10   Both LO and LC will assign people to do any research that is necessary and respond as quickly  
11   as possible to any requests from Servicing to help them process transactions in the CDS recycle  
12   file.

13

## **4. School File Maintenance With Elimination of the Central Database Subsystem**

### **4.1 Source**

Task Order AC26

### **4.2 Issue or Idea**

With the elimination of the Central Database Subsystem (CDS), the Loan Origination (LO) system will take over the responsibilities of maintaining and disseminating school file information for all postsecondary schools regardless of whether or not they participate in the Direct Loan program.

The LO system will take responsibility for transmitting the school file change information to the partners currently receiving this information from CDS: The Loan Consolidation (LC) system and the Servicing system.

The continuance of the LO manual process is intended to be a temporary measure that will be replaced during the Program Year 2001–2002 yearly release (Release 6.0). At that time LO will replace its manual process with an automated process that will use the file from Postsecondary Education Participants System (PEPS). Work is currently underway to define that process.

LO internally is developing a manual process document that will detail the fields, after implementation of the automated PEPS interface process, that LO personnel will still manually update.

### **4.3 Current Process**

Maintenance of the current school file is a dual process performed by CDS and LO. The PEPS receives updates from the Institutional Participation and Oversight Service (IPOS) system and then sends its complete (that is, entire) school file to CDS. CDS loads this data onto its system. Using manual processes, CDS and Department personnel determine the eligibility for each school after which school change (DSD) and school year (DSY) transactions are created and transmitted to the LO, LC, and Servicing systems.

LO does not process the file school changes transactions sent by CDS. Rather it uses a team to update manually its school file using information received from faxes and e-mails sent by Department IPOS personnel as well as telephone conversations with the schools. As a result of this manual process, the LO school information is more timely for certain school file data elements.

Currently the LO school file is not transmitted to any other source.



## 4.4 Description of Change

When the CDS is eliminated, LO exclusively will perform school file maintenance functions and dissemination of school information. LO will assume the responsibilities of maintaining and distributing school information to the LC and Servicing systems. LO will continue manually to update its school file.

Activities to support this effort will include the following:

- Both LC and Servicing will receive data for all schools.
- LO will assume responsibility for distributing updated school information to the LC and Servicing systems.
- LO will continue its current manual process to update its school file.
- School information will be disseminated using the updated DSD transaction. See Appendix A, DSD Institution and School Information Transaction.
- A separate file, consisting only of DSD transactions, will be copied from the LO system directory where it is created to the transaction input directory (to be named) on the LC system.
- A data synchronization process between LO and CDS will ensure that initial data discrepancies are identified and resolved prior to implementation.
- CDS will create a file of DSD transactions for all Direct Loan schools currently on its system.
- LO will compare this data with school file data on its system and generate a report showing the differences in school data and school year data (year by year) between the two systems.
- LO, CDS, and Department personnel will meet to resolve any discrepancies and will decide what the correct information is.
- CDS will create a file of DSD transactions for non-Direct Loan schools (using the old DSD transaction format), which LO will use to load information for these schools into its database. Thereafter, information for these schools will be maintained manually along with information for the other schools.

## 4.5 Assumptions

The DSD transactions to Servicing and LC will use the new DSD format.

## 4.6 Value or Benefit

This change will streamline the process of providing up-to-date school information to all the Direct Loan partners. This will facilitate the Student Financial Assistance and Modernization partners' goal of reducing data stores and processing logic of redundant data in the Direct Loan program.

## 4.7 System Requirements

- 4.7.1 Anytime a new school is added or information for an existing school is changed, a complete set of information about that school will be transmitted to the LC and Servicing systems. (All fields on the DSD transaction will be populated.)
- 4.7.2 Transmission of new or changed school information will happen daily.
- 4.7.3 School information will be disseminated using the latest DSD transaction format.
- 4.7.4 The school information will be formatted as DSD transactions and will be sent to the LC and Servicing systems.
- 4.7.5 A DSD transaction for a particular school will be created only when information for that school changes.
- 4.7.6 The LC system and Servicing systems will receive information for all postsecondary schools regardless of whether or not they participate in the Direct Loan program.
- 4.7.7 Data synchronization between LO and CDS will be achieved as follows:
  - 4.7.7.1 CDS will transmit a file of DSD transactions for schools on its system whether they are Direct Loan or not.
  - 4.7.7.2 LO will load the information from the file of DSD transactions, created by CDS for non-Direct Loan schools, into its school file (one time only—to initialize its file for these schools).
  - 4.7.7.3 LO will compare, field by field, the data on the DSD transactions for all schools to data on its school file.
  - 4.7.7.4 A report will be produced by the comparison process showing schools for which there is a discrepancy.
  - 4.7.7.5 LO, CDS, and Department personnel will resolve any data discrepancies.

## 5. System Balancing Among Servicing, LO, and LC

### 5.1 Source

Task Order AC26

### 5.2 Issue or Idea

When the CDS is removed as an interface, both the LO and LC systems must modify their system balance reports to reflect the new interface with Servicing. The LO and LC systems will send their system balancing reports to Servicing instead of to CDS.

### 5.3 Current Process

CDS is currently responsible for the receipt, comparison, and acknowledgment of LO and LC daily Schedule A's, and for managing daily transmission and system-related issues between LO, LC, Servicing, and CDS.

FARS is responsible for creating the Schedule E report and resolving system balancing issues with the Department personnel, LO, and LC.

### 5.4 Description of Change

Servicing will replace the CDS in managing the daily and monthly activities of system balancing. All manual processes that are necessary to prepare the system balancing reports performed by CDS and FARS will be incorporated between Servicing and FARS. Servicing will run the processes of the Daily Schedule A report, the monthly Schedule A, the Schedule B, and the Schedule C. FARS will continue to generate the Schedule E (Reconciliation Report).

The LO and LC systems will continue the regular process of reporting and, on a daily basis, will transmit the Schedule A report to Servicing.

### 5.5 Value or Benefit

The system balance process can continue uninterrupted.

### 5.6 System Requirements

5.6.1 Any System Balancing schedule or report that has had mention of "CDS" in the heading will now read "SVC."

5.6.2 Modify all manual procedures for the new interface.

## 6. Additional Transaction Edits

### 6.1 Source

Task Order AC26

### 6.2 Issue or Idea

CDS edits the transactions from the Servicing system before forwarding them to the LO and LC systems. With CDS elimination, it is important the LO and LC perform edits formerly performed by CDS to protect LO and LC from erroneous data.

### 6.3 Current Process

Both LO and LC edit transactions sent from CDS. However, there are certain edits that CDS performs that essentially protect LO and LC.

### 6.4 Description of Change

The following table details the additional edits that the LO system will need to perform:

Transaction	Edit	Description
DLS	PA007	LO should edit to validate that the endorser does not become the student or borrower.
DLS	PA007	LO should edit to validate that the borrower does not become the student.
DLS	PA007	LO should verify that the new SSN is not equal to the old SSN.
DLS	PA030	The Participant Type field is invalid.
ALL	GN003	LO will need to change the TR001 error code to a GN003 when it encounters a bad transaction type, which includes encountering any LC transactions.
GAK	GN012	LO will validate that Accepted and Rejected record counts are nonblank and are numeric.
GAK	BA040	LO will validate that the batch being acknowledged also has GXB transactions in the same transmission.
GXB	BA035	LO will validate that the Balancing Group field is always "B." LO does not accept Period Balancing GXB transactions.

# 1 Disposition of Old CDS Edits by LC

2 The following tables detail the additional edits that the LC system will need to perform, and  
3 those that it will not need to perform:

## 4 DRQ Transaction

Error Code	LC edits already	LC will add edit	LC will not do the edit	Comments	Why LC will not do the edit
GN003	Yes			Edit as TR001 — will change to GN003.	
GN005	Yes			Checking against LC database.	
GN011			Yes		Only SV will send to LC.
GN020			Yes		LC does not care about transaction sequence number.
GN022			Yes		Only SV will send to LC.
IM004	Yes				
IM012		Yes			
PA009	Yes				
XX999			Yes		Edit is being dropped by all systems.

## 5 DCN Transaction

Error Code	LC edits already	LC will add edit	LC will not do the edit	Comments	Why LC will not do the edit
CO004	Yes				
CO005	Yes				
CO006	Yes				
CO007	Yes				
CO008	Yes				
CO009	Yes				
CO017	Yes				
GN002		Yes			
GN003	Yes			LC will synchronize the error code.	

Error Code	LC edits already	LC will add edit	LC will not do the edit	Comments	Why LC will not do the edit
GN005			Yes		This is the first time the loan is seen — cannot match it.
GN010		Yes			
GN011			Yes		Only SV will send to LC.
GN020			Yes		LC does not care about transaction sequence number.
IN010		Yes			
IN043		Yes			
LB014	Yes				
LB015	Yes			Currently using error code GN002 — will synchronize.	
LB016	Yes				
PA001	Yes			Currently using error code PA005 — will synchronize.	

## 1 FCA Transaction

Error Code	LC edits already	LC will add edit	LC will not do the edit	Comments	Why LC will not do the edit
CO004	Yes	Yes		LC is doing part now — will add the rest.	
CO010		Yes			
CO011		Yes			
GN003	Yes				
GN005		Yes			
GN010		Yes			
GN011			Yes		Only SV will send to LC.
GN020			Yes		LC does not care about transaction sequence number.
GN031			Yes		Not needed.
PA001	Yes	Yes		LC is doing part now — will add the rest.	

1 **GXB Transaction**

Error Code	LC edits already	LC will add edit	LC will not do the edit	Comments	Why LC will not do the edit
GN003	Yes			Currently using error code TR001 — will synchronize.	
BA028		Yes			
BA035		Yes		Balancing group must=B.	
BA040		Yes			
GN011			Yes		Only SV will send to LC.
GN020			Yes		LC does not care about transaction sequence number.
LB012			Yes		LC never uses balancing period start date.
LB028			Yes		LC never uses balancing period start date.
LB029			Yes		LC never uses balancing period end date.
GN046		Yes			
GN047		Yes			
BA010	Yes				
BA012	Yes				
BA013	Yes				
BA014	Yes				
BA015			Yes		LC never uses amount 3.
BA016			Yes		LC never uses amount 4.
BA017			Yes		LC never uses amount 5.
BA018			Yes		LC never uses amount 6.
BA019			Yes		LC never uses amount 7.
BA020			Yes		LC never uses amount 8.
BA021			Yes		LC never uses balancing period start date.
BA022			Yes		Covered by BA010.
BA023		Yes			

Error Code	LC edits already	LC will add edit	LC will not do the edit	Comments	Why LC will not do the edit
BA025			Yes		Covered by BA012 and BA013.
BA027			Yes		Covered by BA012 and BA013.
BA040			Yes		LC will process GXBs independently of GAKs.

## 1 GAK Transaction

Error Code	LC edits already	LC will add edit	LC will not do the edit	Comments	Why LC will not do the edit
GN003	Yes			Currently using error code TR001 — will synchronize.	
GN011			Yes		Only SV will send to LC.
GN012		Yes			
GN013		Yes			
GN014		Yes			
GN015		Yes			
GN020			Yes		LC does not care about transaction sequence number.
GN046		Yes			
GN047		Yes			
XX999			Yes		Edit is being dropped by all systems.
BA010		Yes			
BA022			Yes		Edits will be covered by BA010.
BA040			Yes		LC will process GAK independently of GXBs and GXEs.

## 2



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# **Appendix A**

## **DSD Institution and School Information Transaction**

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## DSD Institution and School Information Transaction

Element Name	Element Description	Type	Size	Start	End	Req.	Permitted Values
Batch Identifier	Code that identifies the type of batch into which a transaction is grouped.	A/N	1	1	1	Y	D — Non-Financial Transaction
Transaction Type	The type or code of a transaction that defines its use or purpose	A/N	2	2	3	Y	SD
Transaction Sequence Number	A sequential number, assigned by the originating interface, which uniquely identifies a transaction within a batch transmitted to or from CDS.	N	4	4	7	Y	
Reserved	The space in a record or transaction that is not currently used but is reserved for future use. This area should be initialed to blank.	A/N	1	8	8		Blank
Institution Short Name	Institution Short Name is an abbreviated version of the official name, the Institution Long Name, created when an institution is added.	A/N	18	9	26	Y	
Institution Long Name	Institution Long Name is the official name of the institution as provided by PEPS.	A/N	70	27	96	Y	
FAO Mailing Address Line 1	First line of the address of an individual, institution, organization, or system. This data element should normally include the street address, road, route, or Post Office box.	A/N	35	97	131		
FAO Mailing Address Line 2	Second line of the address of an individual, institution, organization, or system. This data element should normally include the information such as apartment, room, floor, Post Office box, and suite.	A/N	35	132	166		

Element Name	Element Description	Type	Size	Start	End	Req.	Permitted Values
FAO Mailing Address City	City, county, or town in which an individual, institution, organization, or system is located or where it has an address. Normally, this is the identifier used by the postal system to identify a location within the state.	A/N	25	167	191		
FAO Mailing Address State	State, province, or territory within a country in which an individual, institution, organization, or system is located or where it has an address. Normally, this is the identifier used by the postal system to identify a location within a state.	A/N	2	192	193		
FAO Mailing Address Zip Code	ZIP Code for the associated address.	A/N	14	194	207		
FAO Mailing Address Foreign Province	Foreign Province is province in which the individual, institution, or organization is located. This field is populated only if more detail is needed than can be provided in the state field.	A/N	25	208	232		
FAO Mailing Address Country	Country of the participant when the address is in a foreign country (i.e., not represented in the U.S. Postal Service ZIP Code manual).	A/N	25	233	257		
Direct Loan Institution ID	Identifier for an academic institution that has been or is considering participation in the Direct Loan Program. The Department of Education assigns the ID. Each loan consolidation organization or other organization acting as an agent on behalf of the Department who is originating loans or receiving funds from the program is also assigned a unique institution ID.	A/N	6	258	263		
Record Institution OPE Number	The number assigned to an institution by the Department of Education Office of Postsecondary Education, which uniquely identifies an institution.	N	8	264	271	Y	

Element Name	Element Description	Type	Size	Start	End	Req.	Permitted Values
Corrected Institution OPE Number	The number assigned to an institution by the Department of Education Office of Postsecondary Education, which uniquely identifies an institution.	N	8	272	279		
Main Campus Direct Loan Institution ID	Identifier for an academic institution that has been or is considering participation in the Direct Loan Program. The Department of Education assigns the ID. Each loan consolidation organization or other organization acting as an agent on behalf of the Department that is originating loans or receiving funds from the program is also assigned a unique institution ID.	A/N	6	280	285		
Congressional District	Congressional District is a series of four 2-position fields designating the district in which the institution is located. This number, along with the state, uniquely identifies a U.S. Congressional District.	A/N	8	286	293		
Institution Type	Code to indicate the type of institution.	A/N	1	294	294	Y	1—Public 2—Private 3—Proprietary 4—Foreign (inactive) 5—Foreign Public 6—Foreign Private Nonprofit 7—Foreign For-Profit
FAO Name	Given name of a person.	A/N	46	295	340		** First (15) ** Middle (1) ** Last (30)
FAO Phone Number	Telephone number for an individual, institution, or organization.	A/N	10	341	350		
DUNS Number	DUNS Number is assigned for each organization	A/N	15	351	365		

Element Name	Element Description	Type	Size	Start	End	Req.	Permitted Values
Exit Interview Lead Time	Lead time, in number of days before completion, for the exit interview material to be provided to the institution.	N	3	366	368	Y	Days/Unknown 030–30 Days 060–60 Days 090–90 Days
Ethnic Code	Ethnic origination associated with the institution.	N	1	369	369		1—Native American (land grant colleges 2—Historically black colleges and universities (HBCU) 3—Hispanic 4—Traditionally black (non-land grant colleges) 5—Ethnicity not reported
Institution Region Code	A code assigned by the Department of Education, which designates the region in which an institution is located.	N	4	370	373		01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 99
Institution Sequence Number	Unique school sequence number used by GAPS to identify an institution.	N	4	374	377		
Program Length	Type of institution as classified by the number of academic hours or years of study it provides.	A/N	2	378	379		00—Short term (>300 hours) 01—Graduate/Professional (<300 hours) 02—Non-degree (>600 hours) 03—Non-degree (1 year/900 hours) 04—Non-degree (2 years/1800 hours) 05—Associate's Degree 06—Bachelor's Degree 07—First Professional Degree 08—Master's Degree or Doctor's Degree 09—Professional Certification 10—U/G Prev. Deg. Reg. 11—Three-Plus Years 12—Two-Year Transfer
Official Address Line 1	First line of the address of an individual, institution, organization, or system. This data element should normally include the street address, road, route, or Post Office box.	A/N	35	380	414		

Element Name	Element Description	Type	Size	Start	End	Req.	Permitted Values
Official Address Line 2	Second line of the address of an individual, institution, organization, or system. This data element should normally include the street address, road, route, or Post Office box.	A/N	35	415	449		
Official Address City	City, county, or town in which an individual, institution, organization, or system is located or where it has an address. Normally, this is the identifier used by the postal system to identify a location within the state.	A/N	25	450	474		
Official Address State	State, province, or territory within a country in which an individual, institution, organization, or system is located or where it has an address. Normally, this is the identifier used by the postal system to identify a location within a state.	A/N	2	475	476		
Official Address Zip Code	ZIP Code for the associated address.	A/N	14	477	490		
Official Address Foreign Province	Foreign Province is the province in which the individual institution or organization is located. This field is populated only if more detail is needed than can be provided in the state field.	A/N	25	491	515		
Official Address Country	Country of the participant when the address is in a foreign country (i.e., not represented in the U.S. Postal Service ZIP Code manual).	A/N	25	516	540		
Deferment Eligibility Indicator	Identifies institutions whose students may be eligible for deferments of Title IV loans.	A/N	1	541	541	Y	Y—Deferment Eligible N—Not Deferment Eligible
Closed School Date	Date the school closed.	D	8	542	549		
Reserved	The space in a record or transaction that is not currently used but is reserved for future use. This area should be initialed to blank.	A/N	91	550	642		Blanks